

5 March 1979

OFFICE OF FINANCE NOTICE NO. 10-79

SUBJECT: Safety Regulations and Procedures for the Office of Finance

1. The B&F Officer/OF will also serve as the Safety Officer for the Office of Finance. Duties and responsibilities of component Safety Officers are set forth in []

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2. All Office of Finance personnel are responsible for:

STATINTL

- a. Complying with the safety requirements and practices established in []
- b. Notifying the OF Safety Officer of any unsafe working conditions.
- c. Developing and maintaining personal safety standards.
- d. Notifying the OF Safety Officer of any occupational illness and all personal, vehicular, and other accidents which:
 - (1) involve Agency property,
 - (2) occur on property occupied or controlled by the Agency,
 - (3) result in injury to or involve Agency employees on duty.

3. Accidents involving injuries incurred by employees in performance of their official duties and other accidents such as fires or explosions which result in damage to Agency property or equipment as well as accidents involving official vehicles, [] vehicles, or personal vehicles used on official business, which result in personal injury or property damage in excess of \$100, will be reported on Form 2652a and forwarded to the Agency Safety Officer (Room 532 C of C) through the OF Safety Officer (Room 1213 Key) within six (6) days of the incident. If after the submission of the accident report an employee loses more than one work day, visits a physician more than once, or is hospitalized or is placed on restricted duty as a result of the reported incident, a supplemental Form 2652a with this additional information will be submitted to the Agency Safety Officer when the employee returns to work on a full-time basis. The Agency Safety Officer will be notified within one (1) working day after any employment accident that is fatal to an employee, results in hospitalization of five (5) or more employees, or involves property damage of \$100,000 or more.

STATINTL

Safety Regulations and Procedures for the Office of Finance
Page 2

4. The safety hazards most frequently encountered and the measures that should be taken to correct them are covered in the attached.

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Edward L. Sherman
Director of Finance

Attachment